

## ORDERING INFORMATION

GSA Global Supply accepts your government purchase card or direct billing through your Activity Address Code (AAC) or DoDAAC. For information on obtaining an AAC or DoDAAC, contact our Order Management Office at (800) 927-7622 or [ordermgmt@gsa.gov](mailto:ordermgmt@gsa.gov).

**Online:** [www.GSAGlobalsupply.gsa.gov](http://www.GSAGlobalsupply.gsa.gov)

Available 24/7, the GSA Global Supply website gives you access to hundreds of thousands of tools, office supplies, computer products, furniture and other items.

**Telephone: (800) 525-8027 | DSN 465-1416**

Available 7:30 a.m. to 8 p.m. (ET), Monday through Friday.

**Fax Orders: (800) 856-7057**

Available 24/7. You will receive order confirmation via fax.

### **FEDSTRIP/MILSTRIP:**

We're integrated with orders routed from DLA Transaction Services. We're also happy to accept your Standard Form 344 or DD Form 1348 by mail at:

GSA Global Supply (QSDLBB)  
Room 6A00  
819 Taylor St.  
Fort Worth, TX 76102

**Please ensure that a contact person and a commercial telephone number accompany all orders to expedite any necessary clarification. The office cannot return DSN or Autovon calls. For FEDSTRIP/MILSTRIP orders, please enter the name and phone number in the "Mark For" section of your requisition.**

Please be sure to include a supplemental address if the signal code (Block 51 of Standard Form 344) is anything other than "A". Please also verify that your supplemental address is accurate and includes a telephone number and/or point of contact if possible.

### **Additional Ordering Options:**

**GSAAAdvantage!®:** [www.gsaadvantage.gov](http://www.gsaadvantage.gov)

Available 24 hours a day, seven days a week. The same user ID and password can be used on both the GSA Global Supply website and GSAAAdvantage! The contractor field will indicate "GSA Global Supply."

### **DOD EMALL:**

Available 24/7. All GSA Global Supply items appear on the Defense Logistics Agency's DOD EMALL site. Customer must use their DoDAAC to purchase GSA items. The supplier field will indicate "GSA MILSTRIP" if the product is offered by GSA Global Supply.

### **Contract Prices:**

Please refer to [www.globalsupply.gsa.gov](http://www.globalsupply.gsa.gov) for the most current pricing.

### **Resolution of Problems with Orders:**

The GSA National Customer Service Center (NCSC) is the point to which all discrepancy reports (as well as quality deficiency reports) should be addressed for processing:

GSA National Customer Service Center (6FR)  
1500 East Bannister Road  
Kansas City, MO 64131  
Toll-Free Phone: (800) 488-3111  
DSN: 465-1416